Management Information

Using Reporting Functions
in NH FIRST

Table of Contents

Introduction

This document is designed to support self-guided instruction on the variety of reporting functions implemented with NH FIRST.

The fundamental actions and navigation required to execute reporting functions should be familiar to users who have already attended training on specific processes.

The State of New Hampshire
NH FIRST

D R A F T
10/2/09

LBI
Production Reports
Standard Lawson Reports and State Customized Reports generated by DAS/FDM and posted to the LBI Portal for agencies to use (e.g. DTR, SOA)

Drill Around Functions
Real time details on specific transactions & links to details on other transactions directly related to the specific transaction (e.g. PO & AP)

Lawson Reports &
Inquiry Screens
Standard Lawson reports and screen-based reports that can be generated by individual users within agencies.

MS Add Ins
Query Wizard
An ad hoc query tool that relies on Microsoft Add Ins software to download data into report format that can be controlled by agency users

Chapter 1

Using the Drill Around Feature

The State of New Hampshire
NH FIRST Project
Drill Around
DRAFT
10/2/09

What is Drill Around?

- Tool used to access detailed information on specific transactions in a Lawson application
- Drill Around functions provide real-time information in an online format
- Don’t have to wait for a report to access and analyze data

When should I use Drill Around?

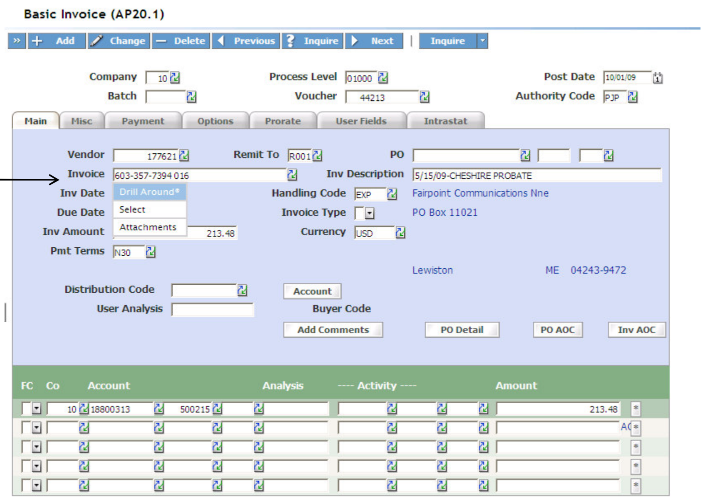
Use a drill around on any field in the application where the drill around icon Drill Around® is available to access information about your setup, customers, cash entry and applications, etc. You can also drill around on certain fields when viewing standard Lawson reports online (i.e. AR220) Any data in blue is available for the drill around.

What data is available via Drill Around?

Example: The supervisor of the Accounts Payable department has a question about a currently unreleased invoice. He first wants to determine who entered the invoice, or whether it was interfaced. He drills around on a field on Basic Invoice (AP20.1) and selects Invoice Origin from the Drill Around menu. From this drill around, he can see the invoice was manually entered and which operator entered it. The date, time, and voucher are also available.

The State of New Hampshire
NH FIRST Project
Drill Around

DRAFT
10/2/09

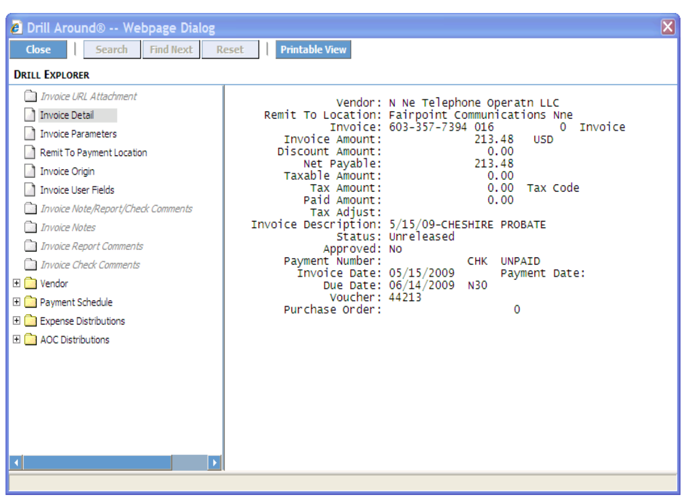


Right click in the field, then click the Drill Around box

The State of New Hampshire
NH FIRST Project
Drill Around

DRAFT
10/2/09

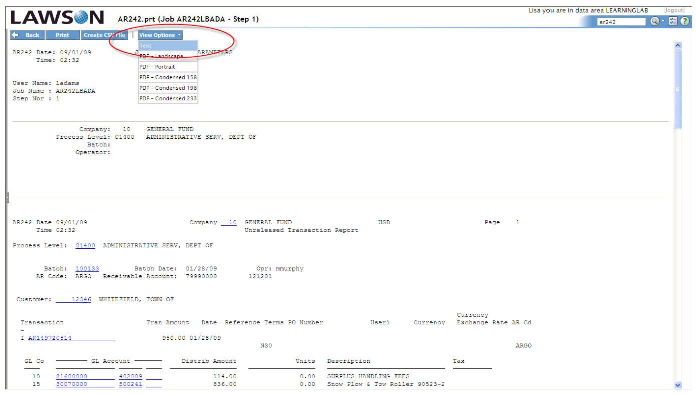
Note the many folder options for even more information



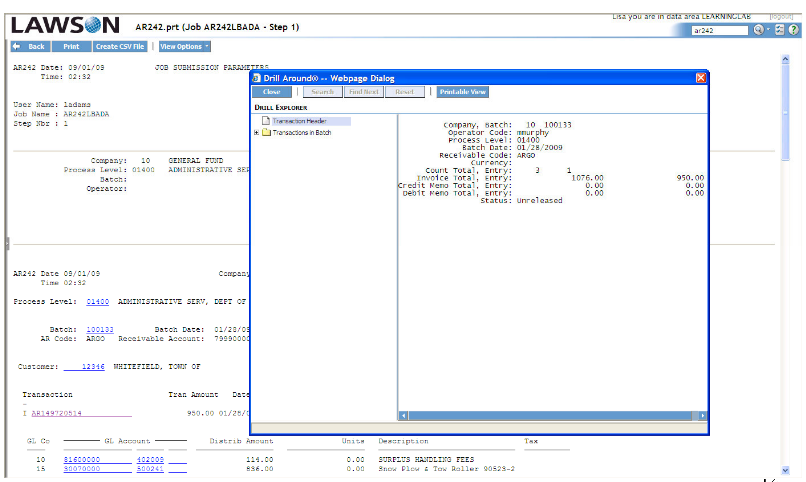
Caution: With the many options available it is easy to get into a "circle" of drilling into folders you have already seen, be careful when expending/collapsing folders

Drilling on Report Information

Note: You must open the report in Text View to use the Drill Around feature



Click on the data in blue to Drill Around. In this example, the batch 100133 is available for drilling, and the batch information is displayed.



Chapter 2

Viewing Reports In
Lawson Business Intelligence (LBI)

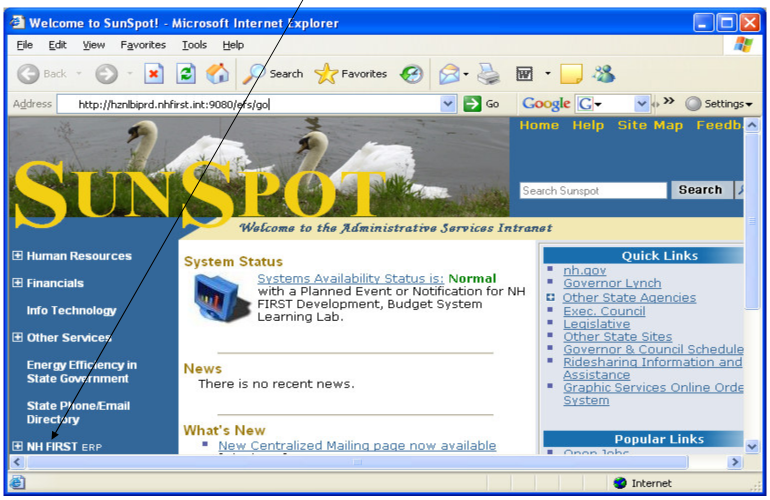
What Is LBI?

LBI contains a combination of sources of information:

- Partly e-Info Library – where you can view centrally run reports
  - Current
  - Historical
- Partly e-info Warehouse – where you can run on-demand reports

	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**DRAFT** 10/2/09

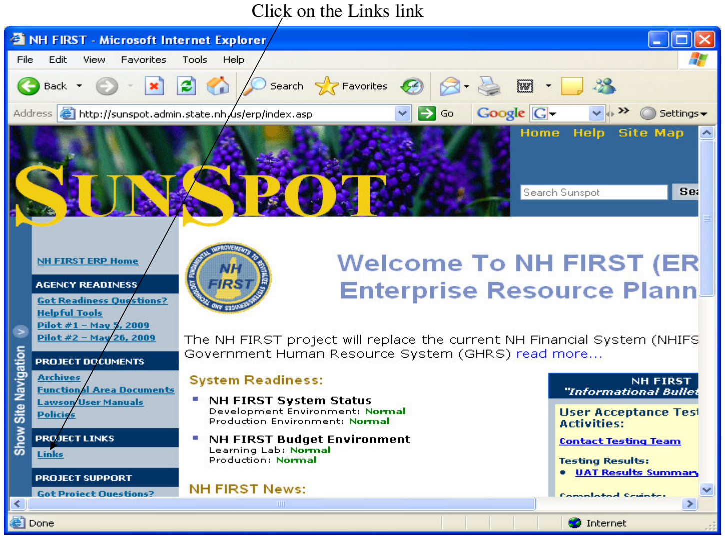
In Internet Explorer, on the SunSpot website, click on the NH FIRST link



15

	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**DRAFT** 10/2/09

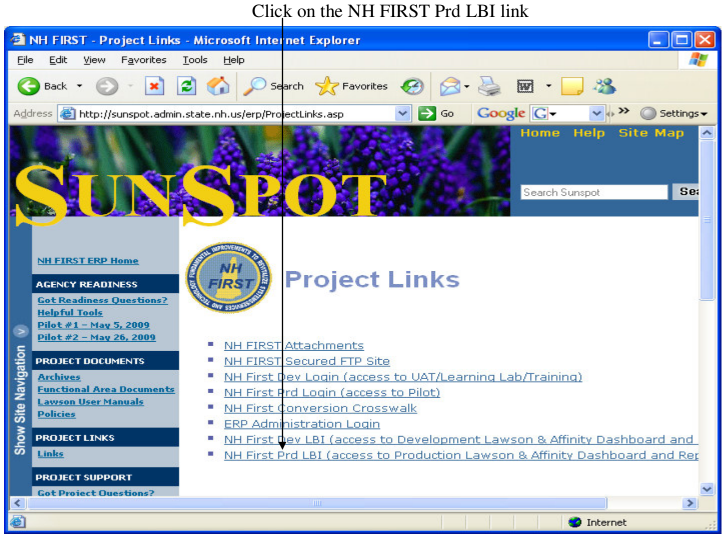
Click on the Links link



16

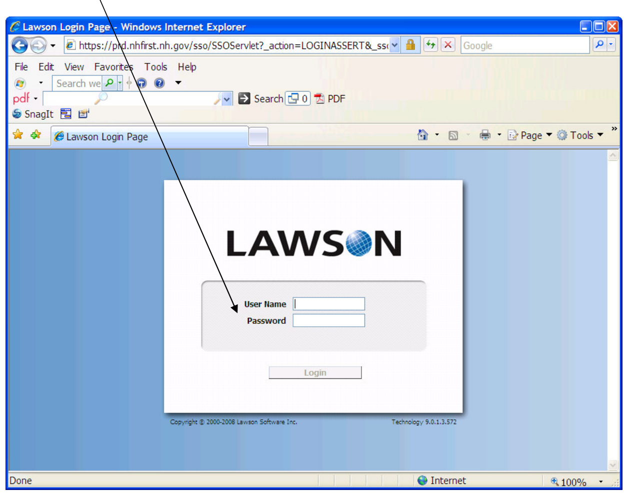
	The State of New Hampshire NH FIRST Project Lawson Business Intelligence (LBI)	DRAFT 10/2/09

Click on the NH FIRST Prd LBI link



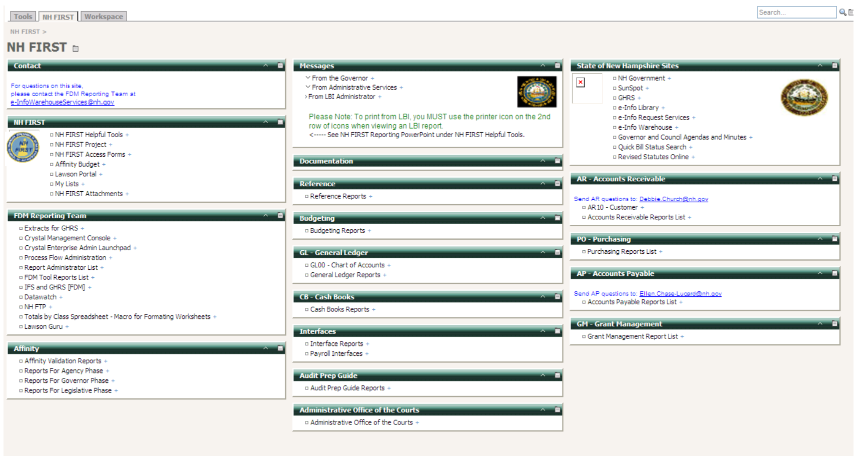
	The State of New Hampshire NH FIRST Project Lawson Business Intelligence (LBI)	DRAFT 10/2/09

Enter your NH FIRST ID and password, and hit the ENTER key or the Login button



You will see a dashboard similar to this one. Each box on the dashboard is a module.

You will see only those modules you have access to view.



IMPORTANT NOTES

• The dashboard will remain in the background as you view report lists and reports.

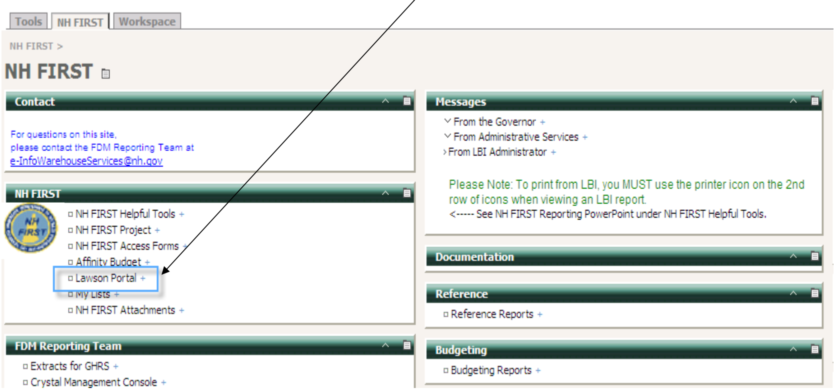
• Each time you open a report list or report, it will open in a new window. To get out of a report list or report, simply close the window by clicking on the red ‘X’ in the top right corner.

• **There is no log out for LBI**. When you have finished what you need to do, simply close the window by clicking on the red ‘X’ in the top right corner.

The State of New Hampshire
NH FIRST Project
Lawson Business Intelligence
(LBI)

DRAFT
10/2/09

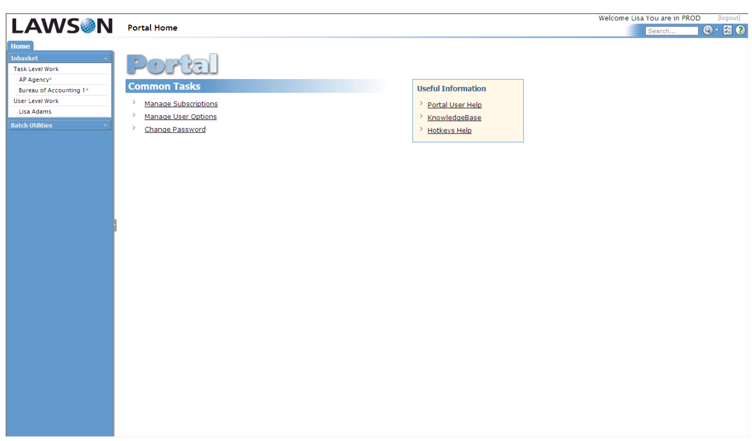
To connect to Portal from LBI, Click on the Portal Home link.



The State of New Hampshire
NH FIRST Project
Lawson Business Intelligence
(LBI)

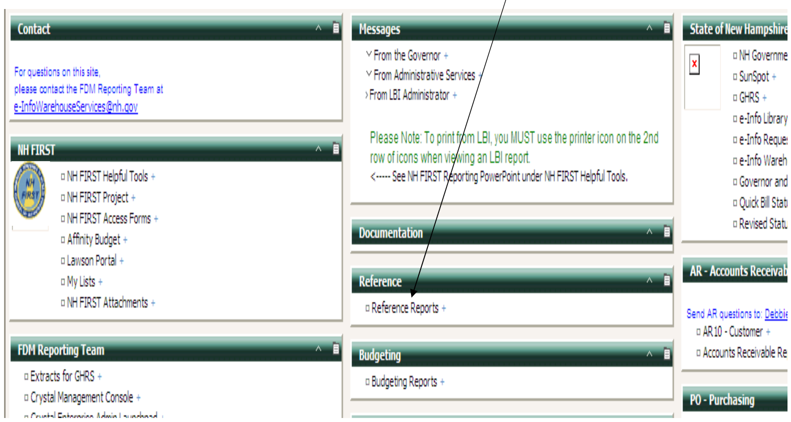
DRAFT
10/2/09

You will be sent to the NH FIRST Portal and signed on. You can now navigate through Portal as normal. LBI will remain open in another window on your PC.



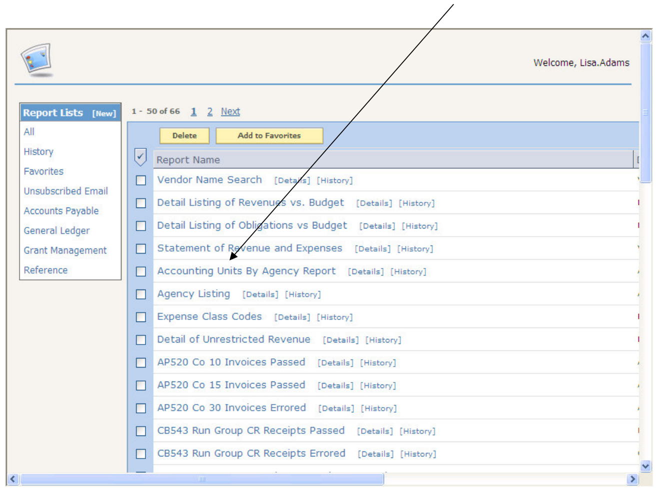
	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**DRAFT** 10/2/09

To view reports within a module, click on the Reports List in that module.



	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**DRAFT** 10/2/09

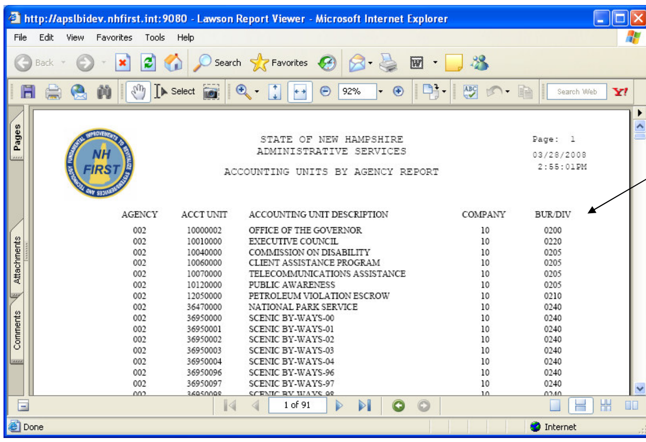
You will see a list of the reports in that module that you are allowed to see. To view the latest instance of a scheduled report, click on the report name.



The State of New Hampshire
NH FIRST Project
Lawson Business Intelligence
(LBI)

D R A F T
10/2/09

You will be able to view the report. This particular report does not contain any confidential information. Therefore, you will be able to see the entire report if the report was a secured report, you would only see the information for your agency.

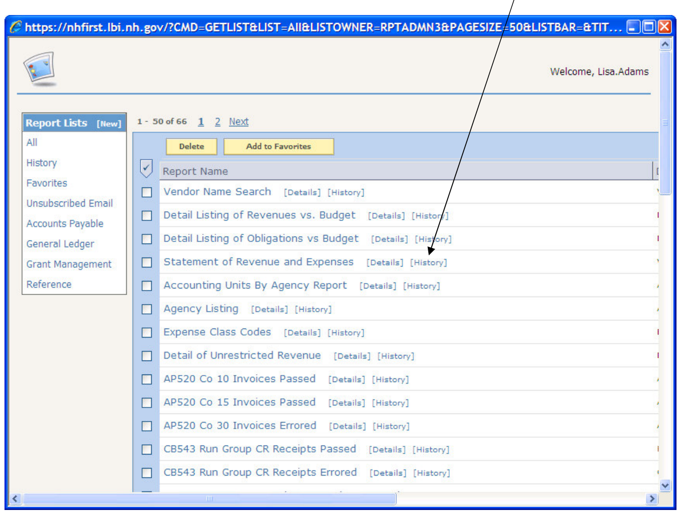


Please note the IFS activity is now referred to as BUR/DIV (Bureau or Division)

The State of New Hampshire
NH FIRST Project
Lawson Business Intelligence
(LBI)

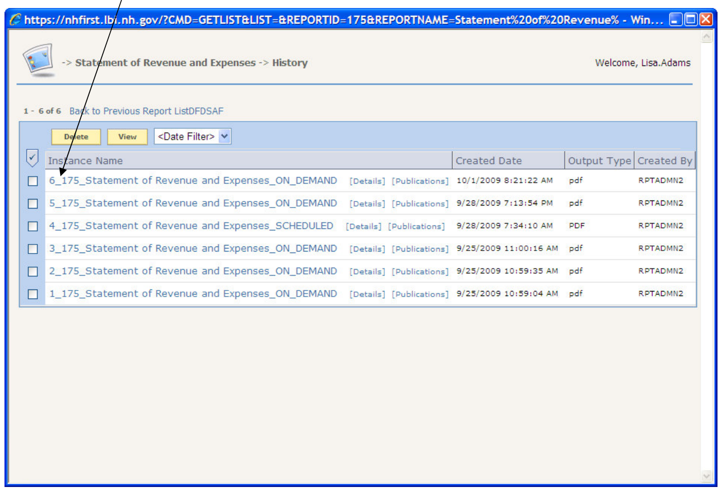
D R A F T
10/2/09

To view historical instances of a scheduled report, click on the [History] button to the right of the report name.



	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**D R A F T** 10/2/09

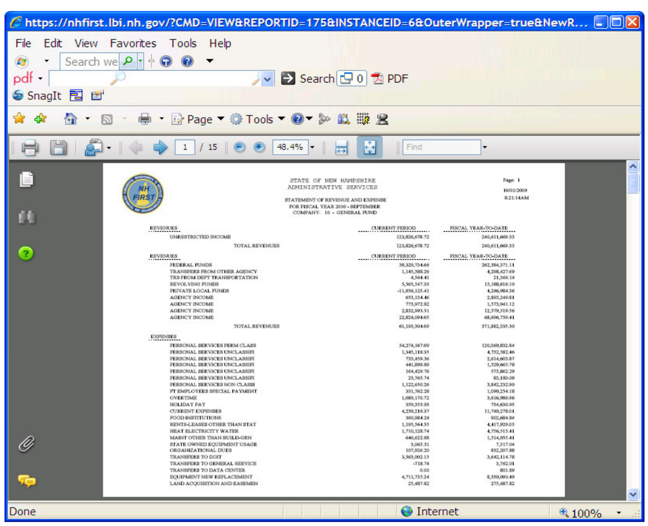
You will see all prior instances of the report sorted by date, with the latest report at the top. Click on the instance you want to view.



27

	The State of New Hampshire **NH FIRST Project** **Lawson Business Intelligence** **(LBI)**	**D R A F T** 10/2/09

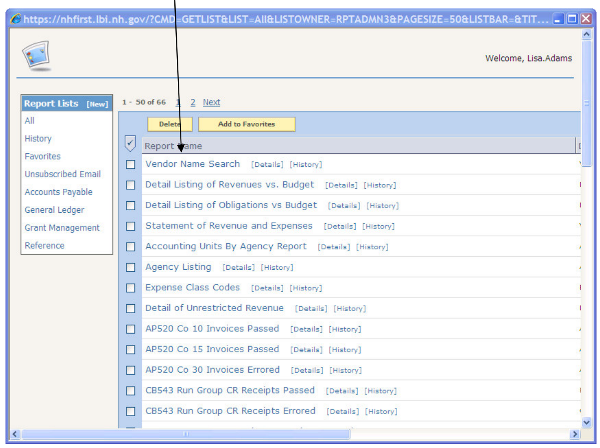
You will see the report.



28

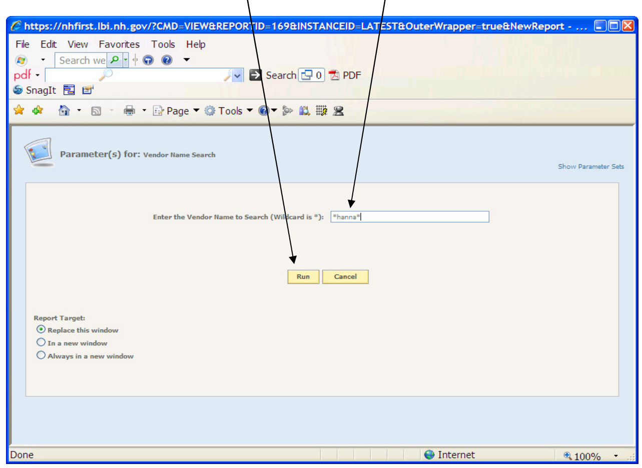
	The State of New Hampshire NH FIRST Project Lawson Business Intelligence (LBI)	DRAFT 10/2/09

Some reports are on-demand reports and require you to enter parameters to limit the data to be included on the report. Click on the report name in the report list.

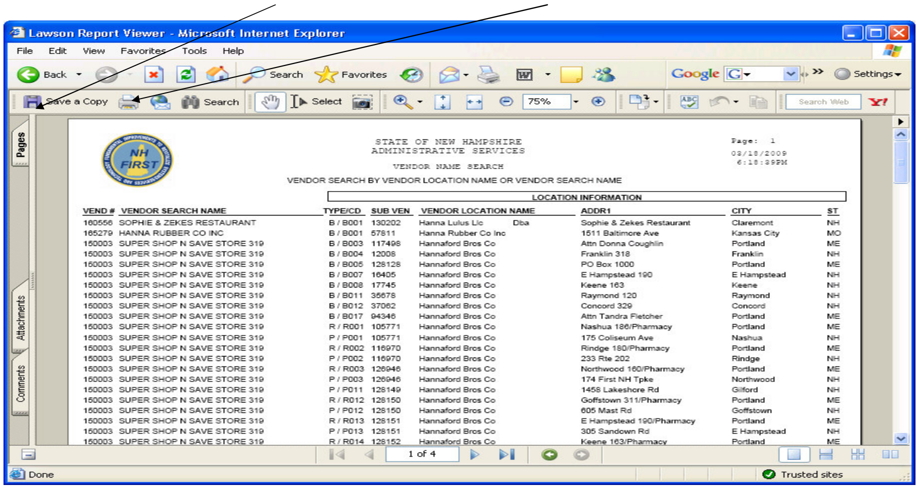


	The State of New Hampshire NH FIRST Project Lawson Business Intelligence (LBI)	DRAFT 10/2/09

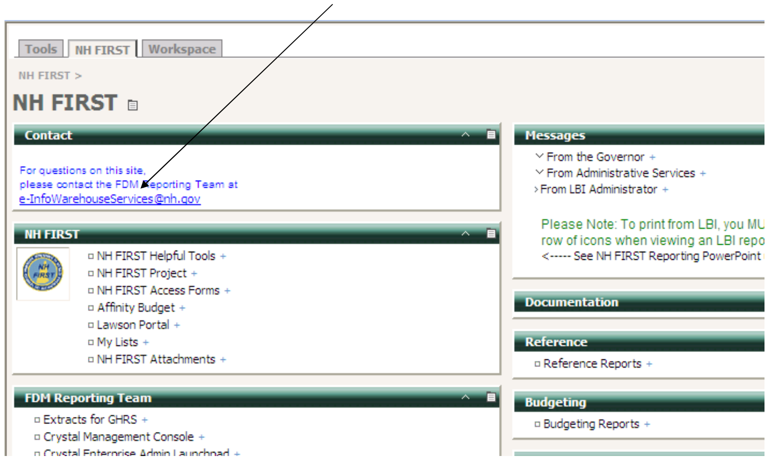
A screen with all of the required parameters will appear. Enter the desired values for all parameters. Then click on the **Run** button.



The report will run and display on the screen as a PDF report. You can save a copy of the report by clicking on the save icon. By clicking on the printer icon you can print the report.



Please note that should you have any questions on LBI, there is a contact module in the upper right side of the dashboard with a link to send an e-mail to the FDM Reporting Team.



MORE IMPORTANT NOTES

• The e-Info Library will contain all Financial reports prior to NH FIRST implementation. If you need to see a report generated from IFS, you will need to use the e-Info Library. For reports starting in fiscal year 2010, you will see your reports in LBI.

• The plan is for e-Info Warehouse to contain all data from the IFS system as it currently does and will be populated with data from NH FIRST Financial System that will be reformatted to the IFS format. This will allow most reports currently run in e-Info Warehouse to continue to be run.

• GHRS reporting will remain unchanged. This will continue to use e-Info Library and e-Info Warehouse for all reporting.

• It is also the intent to continue the use of e-Info Quick View on Sunspot. We are still working out the logistics of sending the reports to Sunspot.

• The e-Info Request Services will also continue to be available for you to request reports from the e-Info Warehouse for both IFS and NH FIRST data. However, please be aware that requests may require more time to be completed. Please allow us as much lead time as you can.

Chapter 3

Using NHFIRST Inquiry Screens & Reports

How should reporting screens be used?

- To verify data for transaction entry as part of a normal business process
  - Confirm amount of funds available, etc.
- To review transaction information
  - View invoices for your agency as of a specific date, etc.

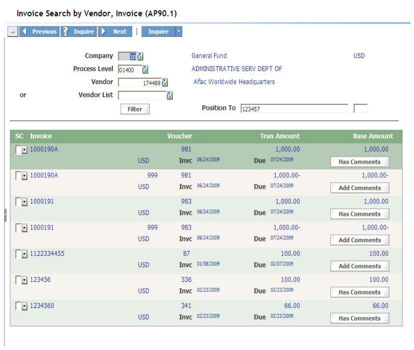
What are some examples of inquiry screens in NHFIRST?

- Custom – Developed to meet State requirements
  - QL01 – Revenue Budget Inquiry
  - QL02 – Expense Budget Inquiry
- Standard
  - GL94 – Commitment Analysis
  - AR90 – Customer Activity
  - RQ44 – Requisition Inquiry

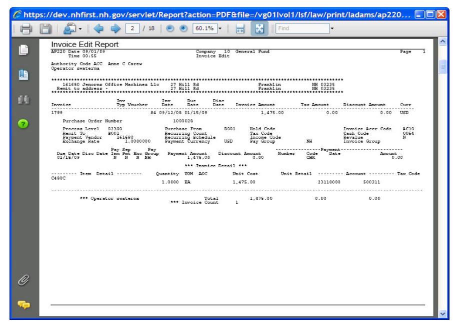
Note: The letter Q indicates that a screen or report is custom, it replaces the first letter of the module (i.e. GL becomes QL)

Inquiry Screens vs. Standard Lawson Reports

Screens in the 90's (i.e. AP90) are inquiry screens used to view transaction data



Reports are generally in the 200's and are used to view more detailed information given certain parameters in a report format



The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

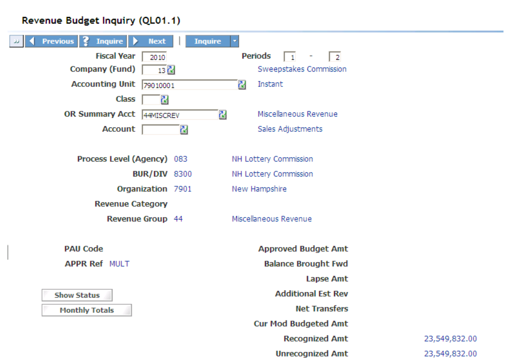
DRAFT
10/2/09

Cross-Functional Screens

The following screens can be used across all of the modules to obtain budget and commitment information

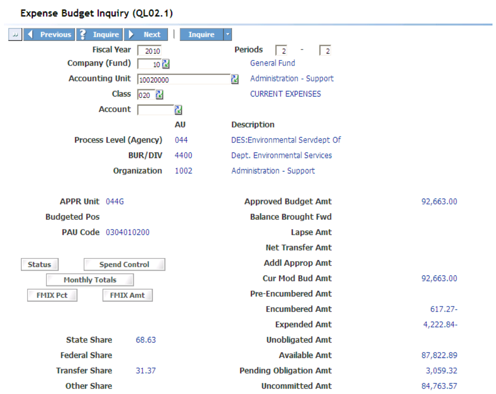
QL01 – Revenue Budget Inquiry

QL01 allows you to get revenue budget balances by Accounting Unit and Class (or Summary Account) OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **revb** screen in IFS.



QL02 – Expense Budget Inquiry

QL02 allows you to get expense budget balances by Accounting Unit and Class OR by Accounting Unit and Account. Be sure to enter the Fiscal Year, Period (or range of periods) and company number. This is similar to the **expb** screen in IFS.

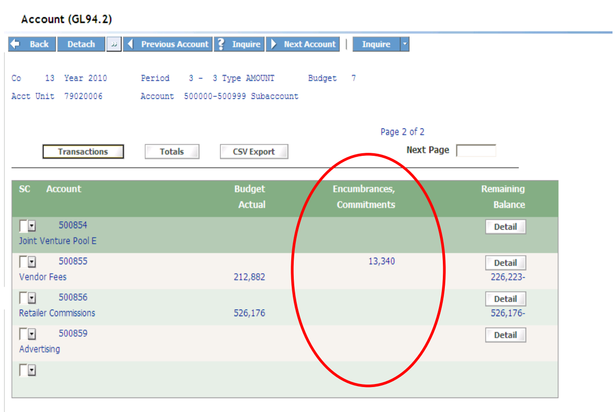


The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

GL94 – Commitment Analysis

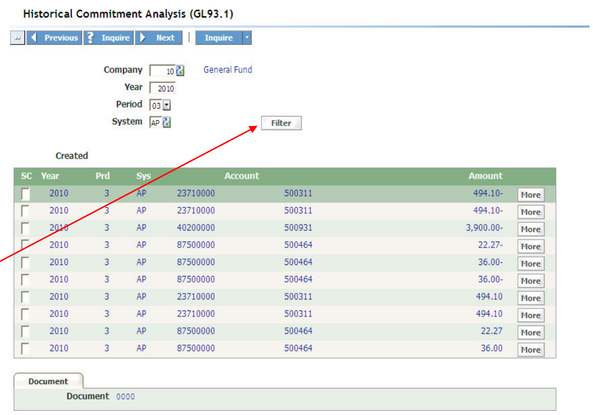
Use Commitment Analysis to view a wide range of account information relating to encumbrances and commitments for a company based on specific account and period criteria.



GL93 – Historical Commitment Analysis

Use GL93 to display historical commitment records for a company, year and system code.

Use the Filter button to narrow your results by vendor, invoice, purchase order, or requisition.


Historical Commitment Analysis (GL93.1)

Previous | Inquire | Next | Inquire

Company 10 General Fund
Year 2010
Period 03
System AP
Filter

Created

SC	Year	Prd	Sys	Account		Amount	
	2010	3	AP	23710000	500311	494.10-	More
	2010	3	AP	23710000	500311	494.10-	More
	2010	3	AP	40200000	500931	3,900.00-	More
	2010	3	AP	87500000	500464	22.27-	More
	2010	3	AP	87500000	500464	36.00-	More
	2010	3	AP	87500000	500464	36.00-	More
	2010	3	AP	23710000	500311	494.10	More
	2010	3	AP	23710000	500311	494.10	More
	2010	3	AP	87500000	500464	22.27	More
	2010	3	AP	87500000	500464	36.00	More

Document

Document 0000

Reports for Accounts Receivable

- **AR228 Unapplied Unassigned Cash Report**
  - Unapplied payments
  - Unassigned payments
  - Prepayments
- **AR220—Cash Batch**
  - Lists details of cash batches entered into Accounts Receivable
- **AR222—Customer Cash Report**
  - Lists the cash entered for a customer within a fund/AR company
- **AR228—Unapplied Unassigned Cash Report**
  - Lists prepayments as well as cash not assigned to a customer or not yet applied
- **AR230—Payment Application**
  - Lists payments that have been applied.

Reports for Accounts Receivable (continued)

- **AR232 – Transaction Application Report**
  - Lists transaction applications for a company during a specified date range
- **AR242 – Unreleased Transaction Report**
  - Lists invoices that have not been released
- **AR235—Application Adjustment**
  - Lists adjustments entered during the cash application process
- **AR250—Customer Aging Report**
  - Shows open transactions for a single customer or for all customers in a customer group
  - Created as of the date you specify
- **AR251—Company Aging Report**
  - Shows open transactions for a company.
  - Created as of the date you specify
- **AR294 – Transaction History Report**
  - Lists a report of all transactions during a specified date period

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports
DRAFT
10/2/09

Reports for Accounts Payable

- **AP220 – Invoice Edit Report**
  - Lists unreleased invoices for a company by invoice number, authority code, or voucher
- **AP230 – Open Payables Report**
  - Lists released invoices for a company
  - Use to review invoice totals and details for accuracy
- **AP265—Cash Payment Register**
  - Lists invoice payments for a pay group and agency (process level) for a specific date range
- **AP270—Vendor Payment History**
  - Lists payments for a vendor or range of vendors for a specific date range
- **AP275—Invoice Distribution History**
  - Lists posted invoice distributions for an agency, Accounting Unit & Account, or posting date range

Reports for Cash Book and General Ledger Transfers

Cash Book

•**CB221 – Bank Transaction Listing**
- Lists bank transactions for a cash code or cash code group

• **CB210 – Cash Receipt Deposit Listing**
- Lists deposits for a cash code, date range, and range of deposit numbers as well as by agency

General Ledger Transfers

•**GL240 – Journal Edit Listing**
- Lists information for up to eight specific journal entries, or journal entries within a period or range of periods

• **GL245 – Journal Control Report**
- List summary information for journal entries, including the status and entry operator

Reports for Purchase Orders

•**PO220—PO Status Report**
- Lists status of purchase orders by number, location, and/or specific buyer

•**PO230—Unreleased Receivings Listing**
- Lists unreleased receivings by a specific ship to location, a specific buyer, and/or a specific buyer group

•**PO231—Return Status Report**
- Lists detailed information about returns to expedite processing

Reports for Activities

•AC290—Transaction Listing
- Lists transactions posted in AC by activity group, activity, or account category

•AC295—Activity Commitment Summary
- Summarizes activity commitments with actuals and budget data included
- Commitments are activity transactions released in any originating subsystem but not yet posted to AC

•AC298—Commitment Detail Report
- Lists source document information for commitments including transaction period and year, document number (invoice), item, description, and resource by activity, account category, and system

•AC410—Activity Analysis Report
- View the performance of activities. The report compares actual results to plan (including a variance percentage) for the specified period, year-to-date, and activity-to-date

•AC473—Profit and Loss
- View the income performance of activities
- Shows income statement balances for a period, year-to-date, or life-to-date.

Reports for Grant Management

•GM400 —Award Summary Report
- Lists transactions posted in AC by activity group, activity, or account category

•GM269—Financial Status Report
- Creates a summary of expenditure activity over a specified time period
- Use to complete the Financial Status Report (Short Form), SF-269A as prescribed by OMB

•GM272—Federal Cash Transaction Report
- States the amount of federal cash your institution has.
- Use as a worksheet to complete the Federal Cash Transaction Report (Short Form), SF272 and the SF272a.

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

Reports Available in LBI

General Ledger

•**Statement of Revenue and Expenses**
- Monthly report by company (fund)

•**Detail of Unrestricted Revenue**
- Run by fiscal month, company, agency, and account

•**Unrestricted Revenue Current Month by Revenue Category**
- Run by fiscal year and account period

•**Deferred Revenue Balance Sheet Acct**
- Run by account period, company, agency, and bureau/division

•**Statement of Appropriation**
- Lists actuals, encumbrances, budget, and remaining budget

•**Detail Transaction Register**
- Lists transaction detail by accounting unit with starting and ending balances

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

Reports Available in LBI (continued)

•**Revenue Source Summary**
- Run for all, restricted or unrestricted

•**Consolidated Statement of Expenditures**
- Enterprise and Non-Enterprise; Without capital and budgetary basis

•**Revenue by Fund**
- Restricted, Unrestricted, Enterprise, Non-Enterprise

Grant Management

•**Drawdown Request Report**
- Lists transaction detail for a drawdown request by CFDA number and date; includes the batch number

•**Invoice - Cash Receipt Generation**
- Displays drawdown activity by date and CFDA number

Accounts Receivable

•**Invoice Activity**
- Run by start and end date for current fiscal year

Reports Available in LBI (continued)

Cash Book

•**Cash Disbursement Register**
- Run by date and sorted by bank account

•**Posted Bank Account Balance Report**
- Run by date to provide previous and ending balance information by bank/unit

•**Posted Company Balance Report**
- Provides balances by company (fund)

•**Unrestricted Revenue**
- Run by account period, company, or agency

Purchasing

•**Commodity Vendor Combinations**
- Run by purchasing code; sorted by code or description

•**Contracts over 500 Dollars**
- Run by appropriate start and end date

Reports Available in LBI (continued)

•**Encumbrance Activity Detail**
- Run by period start and end date

•**Open Encumbrances by Bureau/Division**
- Produces a list of purchase orders showing their status

•**PO Balances Less than 10 percent of PO amount**
- Produces a list of purchase orders with an encumbrance balance less than 10% of the total encumbered

•**Requisition Aging**
- Produces list of requisitions with their status by bureau/division

Listings Available in LBI

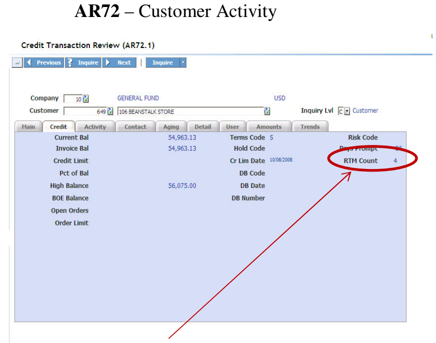
- **Vendor Name Search**
  - Allows you to search on all or part of a vendor name
- **Detail Listing of Revenues vs. Budget**
  - Run by company, agency, activity or accounting unit
- **Detail Listing of Obligations vs. Budget**
  - Run by company, agency, bureau/division, or accounting unit
- **Accounting Units by Agency Report**
  - Includes description, bureau/division, and company information
- **Agency Listing**
  - Lists agency number, description, and corresponding company
- **Expense Class Codes**
  - Lists expenses classes (Summary accounts in Lawson)

Inquiry Screens for Accounts Receivable

AR90 – Customer Activity

Be sure to include history to see posted transactions

AR72 – Customer Activity



The RTM count is a good indicator of a customer's credit history

Other AR Inquiry Screens

•**AR50 – Customer Aging**
- Creates a transaction aging summary for a customer

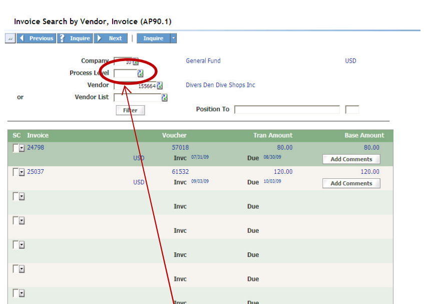
•**AR58 – Transaction Review**
- View transactions across companies by transaction number and view the associated customer number, transaction amount, transaction date, and due date

•**AR37 – Review Payment Batch**
- View payment applications associated with a batch before posting to the general ledger

•**AR53 – Customer Application**
- View open and historical transactions and corresponding applications for a customer

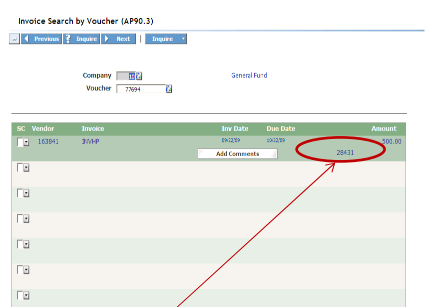
Inquiry Screens for Accounts Payable

AP90 – Invoice Search by Vendor, Invoice



Narrow by agency using the process level field

AP90.3 – Invoice Search by Voucher



Use this screen to view the work unit number for released invoices

Other AP Inquiry Screens

- **AP90.5 – Cash Payment Inquiry**
  - View detailed information for a cash payment, including invoices paid
- **AP40 – Invoice Hold Selection**
  - View invoices on hold for a vendor

Distribution Inquiries

- **AP95 – Invoice Distributions**
- **AP95.2 - GL Account Distributions**
- **AP95.3 – Activity Distributions**

Vendor Inquiries

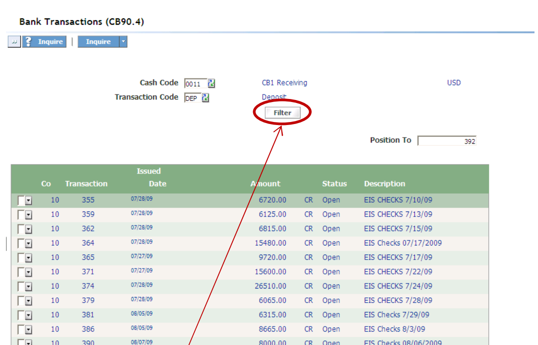
- **AP91 – Vendor Activity**
- **AP92 – Vendor Invoices**

More Invoice Search Screens

- **AP90.2 – Invoice Search by Invoice Date**
- **AP90.4 – Invoice Search by Purchase Order**

Inquiry Screen for Cash Book

CB90.4 – Bank Transactions



Bank Transactions (CB90.4)

Inquire | Inquire

Cash Code 0011 CB1 Receiving USD
Transaction Code DEP Deposit
Filter

Position To 392

Co	Transaction	Issued Date	Amount		Status	Description
10	355	07/28/09	6720.00	CR	Open	EIS CHECKS 7/10/09
10	359	07/28/09	6125.00	CR	Open	EIS CHECKS 7/13/09
10	362	07/28/09	6815.00	CR	Open	EIS CHECKS 7/15/09
10	364	07/28/09	15480.00	CR	Open	EIS Checks 07/17/2009
10	365	07/27/09	9720.00	CR	Open	EIS CHECKS 7/17/09
10	371	07/27/09	15600.00	CR	Open	EIS CHECKS 7/22/09
10	374	07/28/09	26510.00	CR	Open	EIS CHECKS 7/24/09
10	379	07/28/09	6065.00	CR	Open	EIS CHECKS 7/28/09
10	381	08/05/09	6315.00	CR	Open	EIS Checks 7/29/09
10	386	08/05/09	8665.00	CR	Open	EIS Checks 8/3/09
10	390	08/07/09	8000.00	CR	Open	EIS Checks 08/06/2009

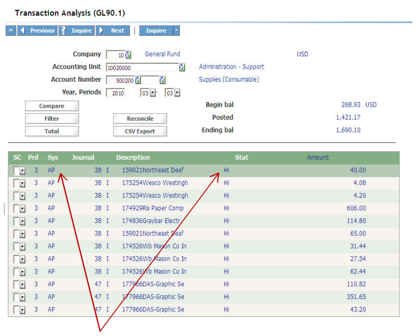
This screen is used for viewing deposits and other bank transactions; Use the filter button to search by issue date or company

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

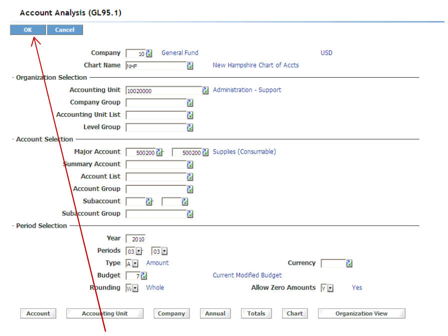
Inquiry Screens for General Ledger

GL90 – Transaction Analysis



Use this screen to view transactions from all subsystems and their status

GL95 – Account Analysis



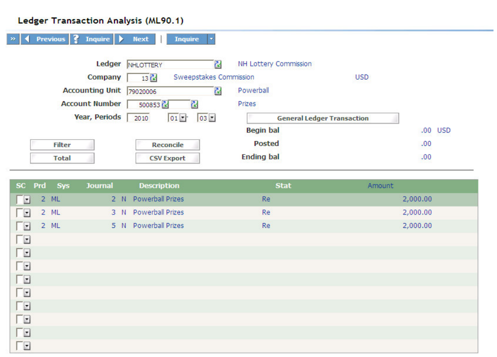
View account totals by one account or a range of accounts; be sure to click the OK button after entering parameters then choose a category from the buttons below

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

Inquiry Screen for Multi Ledger

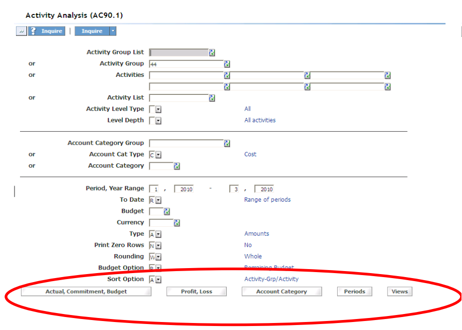
ML90 – Ledger Transaction Analysis

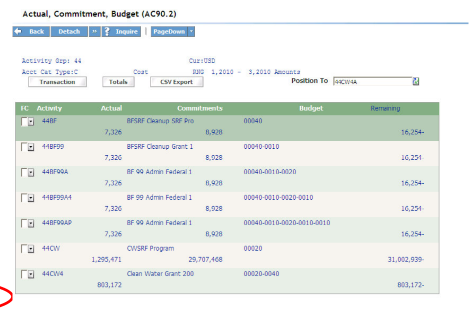


For agencies that use ML (i.e. Liquor and Lottery), this screen is similar to GL90 for viewing transaction information

Inquiry Screens for Activities

AC90/AC95 – Activity/Account Category Analysis



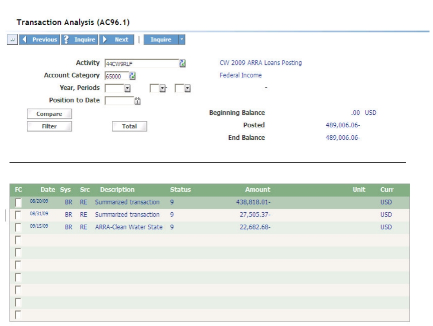


Enter parameters and click Inquire.
Then choose appropriate button

Results display on AC90 or AC95 subform

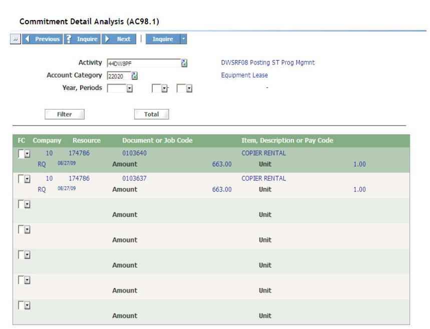
Inquiry Screens for Activities (continued)

AC90 – Transaction Analysis



View activity transaction
information by account category

AC98 – Commitment Detail Analysis



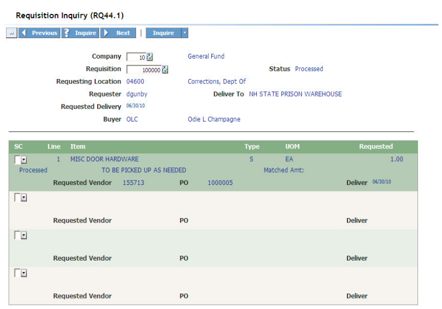
Analyze commitment data from
subsystems such as RQ

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

DRAFT
10/2/09

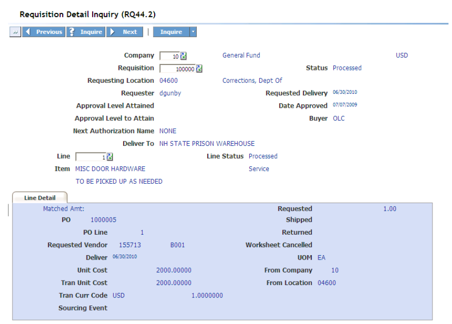
Inquiry Screens for Requisitions

RQ44 – Requisition Inquiry



Inquire on the status of a specific requisition; displays all the requisition lines, items, and the quantities requested and delivered

RQ44.2 – Requisition Detail Inquiry



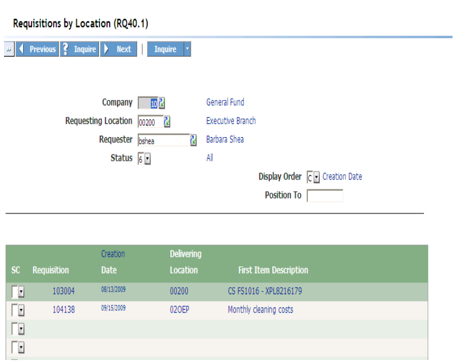
Use this form for more detail, such as authorizations, quantities shipped and returned, etc.

The State of New Hampshire
NH FIRST Project
Inquiry Screens and Reports

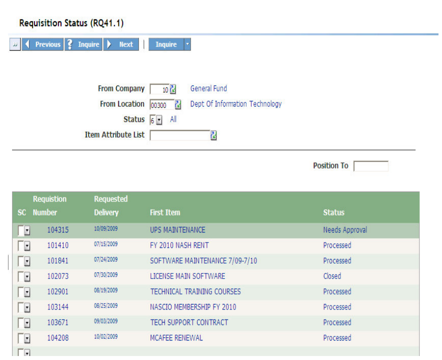
DRAFT
10/2/09

Inquiry Screens for Requisitions (continued)

RQ40 – Requisitions by Location

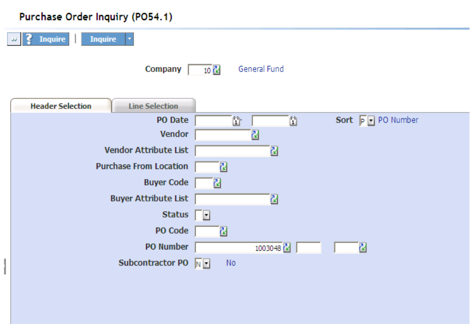


RQ41 – Requisition Status

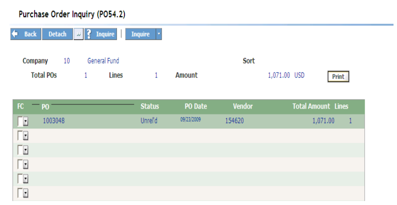


Inquiry Screens for Purchase Orders

PO54 – Purchase Order Inquiry



Enter PO date, number, vendor, or buyer code and click the Inquire button; or choose line selection criteria



PO54.2 will display with the results

Other PO Inquiry Screens

•**PO58 – Receipt Inquiry**
- Inquire on or print received items for a specific company based on specific selection criteria

•**PO64 – PO Line Item History**
- View the history of a purchase order line, which begins with the date the item was ordered and ends the date the item is fully released
- The top half of this form displays the purchase order line as it was originally entered, and the bottom half displays all the transactions that have occurred on the line

•**PO66 – PO Revision History**
- View revisions to a purchase order that are created when a change is made to an audited field after the purchase order has been printed
- The "Issue" tab shows you the method by which the revision was issued as well as the date and time

Chapter 4

Using the MS Add Ins Query Wizard to Extract Data from NHFIRST

The State of New Hampshire
NH FIRST Project
Microsoft Add-Ins Query Wizard

DRAFT
10/2/09

What is the Query Wizard?

- Allows users to extract data from Lawson into Excel
- Provides users the ability to:
  - format data
  - set selection criteria
  - sort results
  - perform calculations
  - specify a worksheet for the output

Why should the Query Wizard be used?

- To define and create custom reports with live data
- To modify data, and then use the Upload Wizard to load those changes back into Lawson

What data is available from the Query Wizard?

- Allows users to extract both setup and transaction data from Lawson forms
- Query any data you seen on the form based on criteria entered (dates, transaction status, etc.)
- Can provide similar information to what was used previously with Crystal reporting, the e-info canned report, and e-info request services

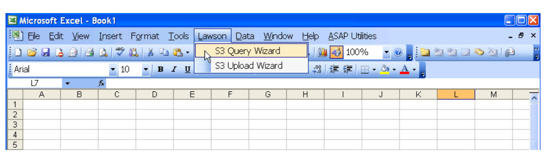
How do I get access to the Query Wizard?

- Submit request form to include security access to Microsoft Add-Ins – Query Wizard

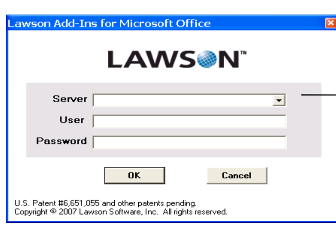
- Submit request to have Add-Ins installed on your PC

To Log into the Query Wizard

Open a new Excel spreadsheet and click Lawson, then Query Wizard



Login with your normal Lawson username and password and click OK

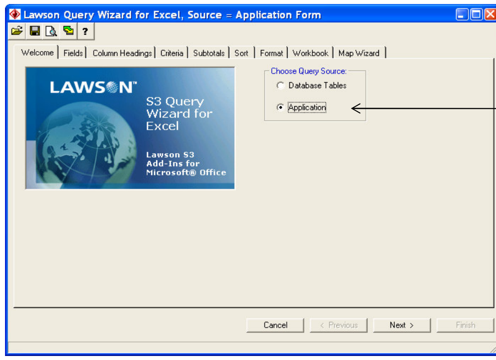


For PROD, the server is **http://prd.nhfirst.nh.gov**

	The State of New Hampshire **NH FIRST Project** **Microsoft Add-Ins Query Wizard**	**D R A F T** 10/2/09

Querying Data from a Form

On the **Welcome** tab in the **Choose Query Source** box, click the **Application** radio button, and then click the **Next** button.



Application = Forms

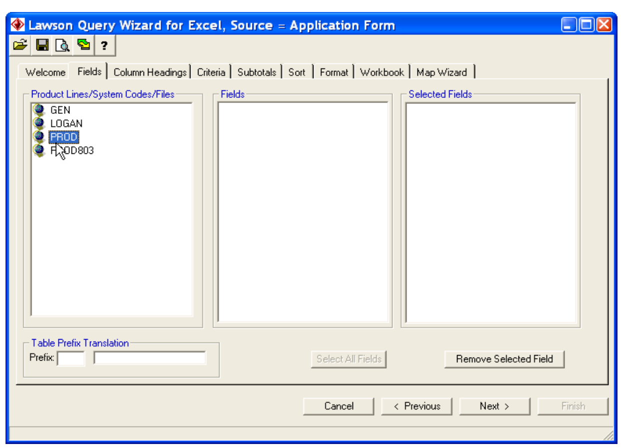
Note: The Query Wizard will default to database tables, so be sure to click the Application button before continuing

73

	The State of New Hampshire **NH FIRST Project** **Microsoft Add-Ins Query Wizard**	**D R A F T** 10/2/09

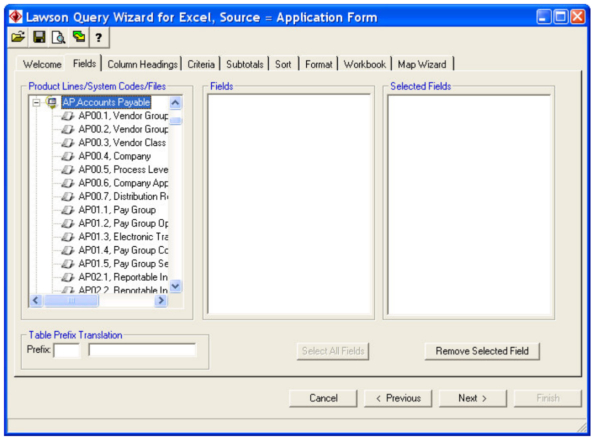
Double click on a **Product Line** to display the available system codes.

In the live system, the product line should always be **PROD**



74

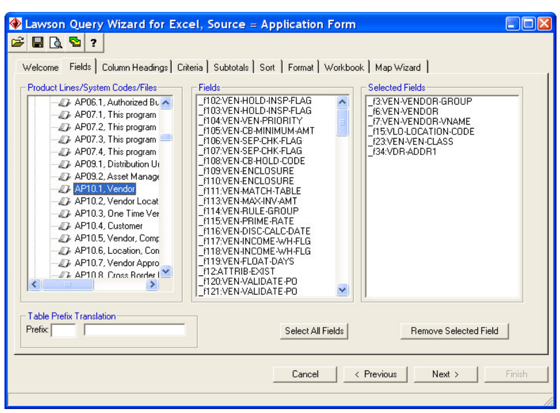
Double click on a **System Code** (i.e. Accounts Payable) to display the available forms



The State of New Hampshire
NH FIRST Project
Microsoft Add-Ins Query Wizard

DRAFT
10/2/09

Double-click on the **Form** (i.e. AP10.1, Vendor) to select it for the query. The fields associated with the form will be displayed in the **Fields** area. Key fields automatically display in the **Selected Fields** area.



If you need to determine which fields to select, open the Lawson Portal and go to the form where the field exists. Click cursor on the field in a form and press the CTRL + Shift + O keys on the keyboard to display the coding for that field.

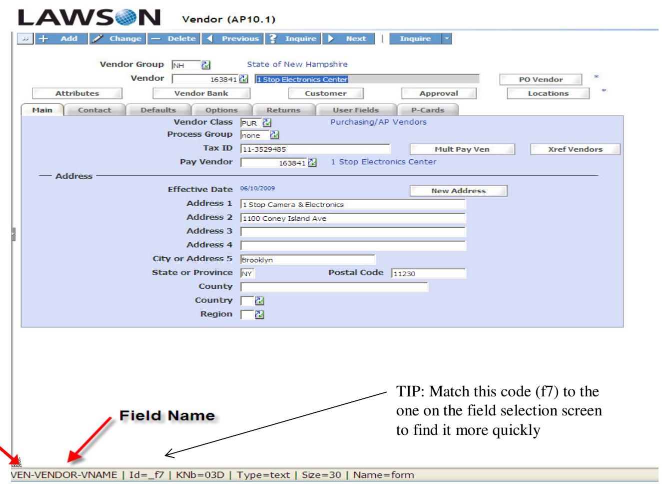
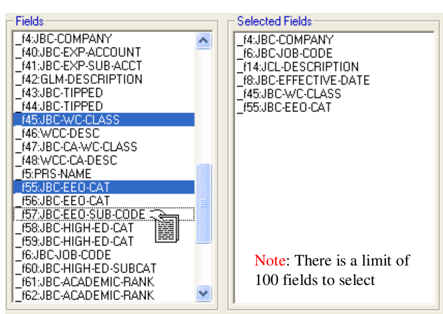


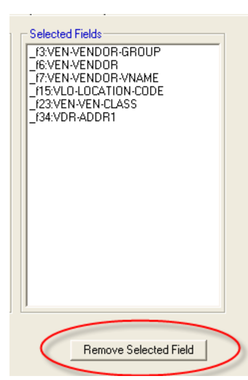
Table Prefix

Field Name

TIP: Match this code (f7) to the one on the field selection screen to find it more quickly

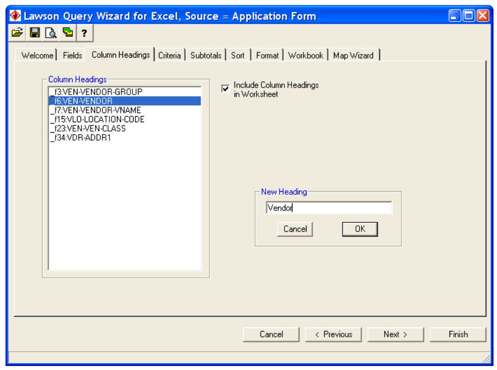
Select the fields for the query by *double-clicking* or *dragging* the field to the **Selected Fields** column. To remove a field from the Selected Fields column, select it and click the Remove Selected Field button below.





To change the order in which the fields appear, click to select a field name and then click in the position where the field should appear. Click the **Next** button when finished.

To change the column headings that display in your query results, double-click the **Field** name that should be changed and the New Heading field appears with the existing field name. Enter the new field name and click OK.

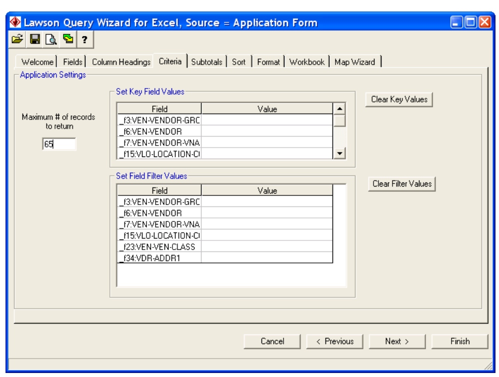


Optionally, you can choose to not include column headings in your worksheet by unchecking the check box above. When finished, click the **Next** button.

The State of New Hampshire
NH FIRST Project
Microsoft Add-Ins Query Wizard

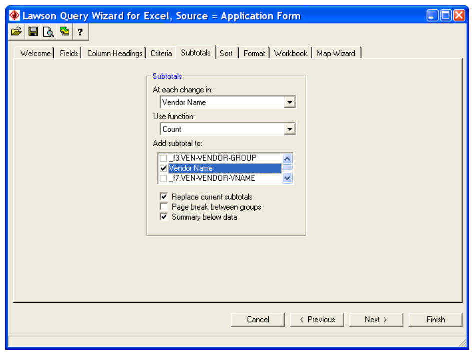
D R A F T
10/2/09

To narrow the results in your query to a certain vendor class, for example, use the criteria tab. In the **Set Key Field Values** area, enter the vendor class (EMP for employees) in the value field. Only employee vendors will be returned in the query.



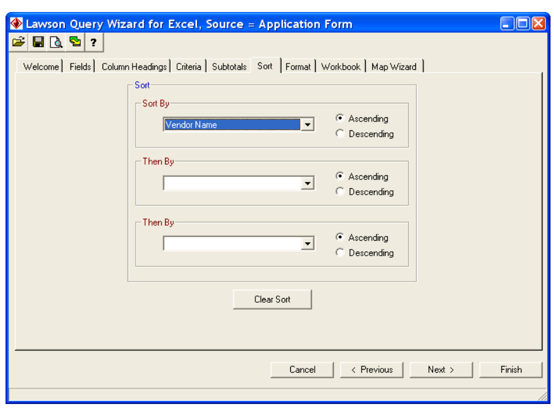
Optionally, in the **Maximum # of records to return field**, enter a sufficient value. The system defaults to 10. The maximum is 65,520. Click the **Next** button.

On the Subtotals tab, you may choose to use subtotals in your query. From the **At each change in:** drop-down list, select the record at which Excel is to calculate a subtotal. From the **Use function:** drop-down list, select the operation that Excel is to perform. In the **Add subtotal to:** list, select the field that the calculations to be performed on.

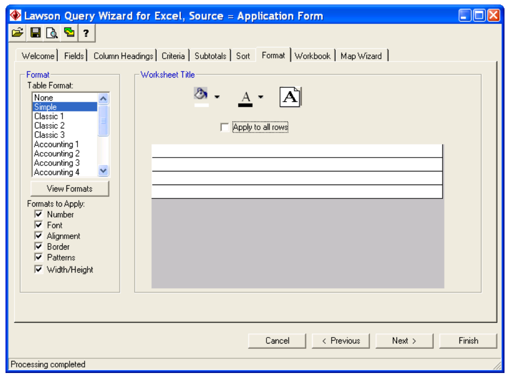


Note: This option may slow the query processing when processing for large amounts of data and may be completed in Excel after the query is completed.

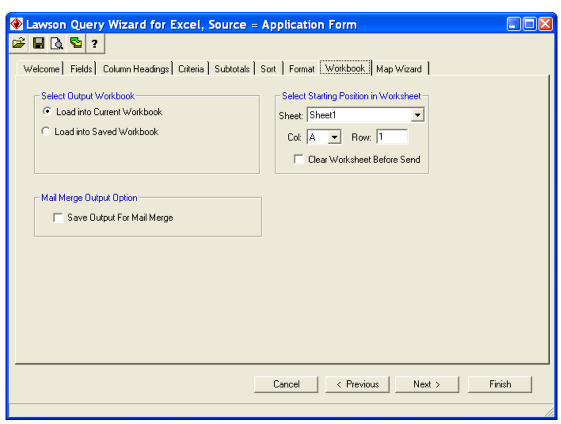
You can also **sort** your query based on up to 3 different fields. Choose whether to view the data in ascending or descending order.



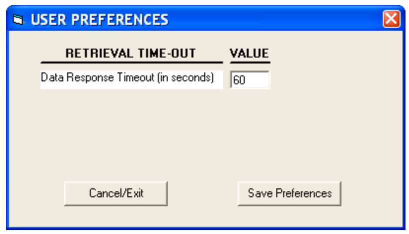
The query wizard also provides a formatting function, if desired. While this option is not often used in basic querying, it is possible to choose a title for the worksheet and set up the format for the worksheet. All of the standard Excel formatting options are available.



Select the **Workbook** tab. In the **Select Output Workbook** section, select **Load into Current Workbook** to send the data to a current, open workbook, this is the default. You can also define the **Starting Position** for the data in a worksheet. Select the **Clear Worksheet Before Send** checkbox to clear the contents of the sheet before querying the data.



Before executing the query, click the double green and yellow arrows and verify the retrieval time-out period. Not having enough time allotted may be a factor in receiving incomplete data. Consider setting up the value to 300 seconds or so and verify this allows enough time to capture the full amount of data. Then, click **Finish**. Your query results will populate in your workbook and the Query Wizard will be minimized.



Important: The query will overwrite anything in the current Excel spreadsheet. It is recommended that you save your work and close any other spreadsheets that are open on your PC.

To save your query for future use, click the Save icon. Name your query and save to the desired location. To reopen a query at a later time, you must first open the query wizard, then use the folder icon to open your query.